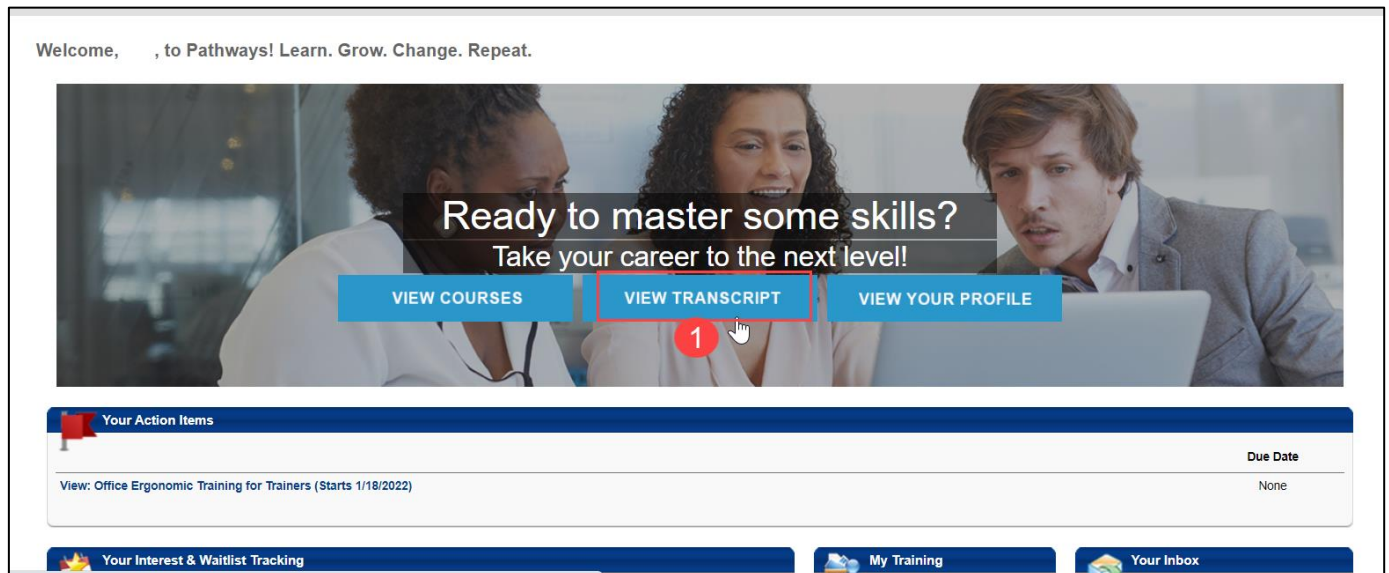


View Transcript

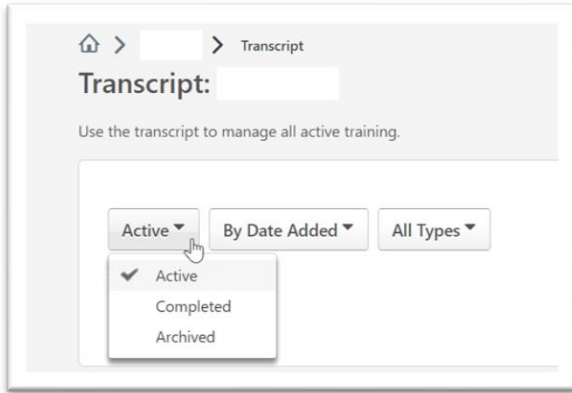
Every user has a personalized transcript which enables the user to manage their training. Your transcript is your one-stop shop; you can find all the courses you have completed, pending, course details, and access your training certificates to view or print. To start, log in to Pathways by copying and pasting the link: <https://learning-dgs.csod.com/client/learning-dgs/orim.aspx>.

Step	Direction
1	Once logged in, click on View Transcript to view your transcript .

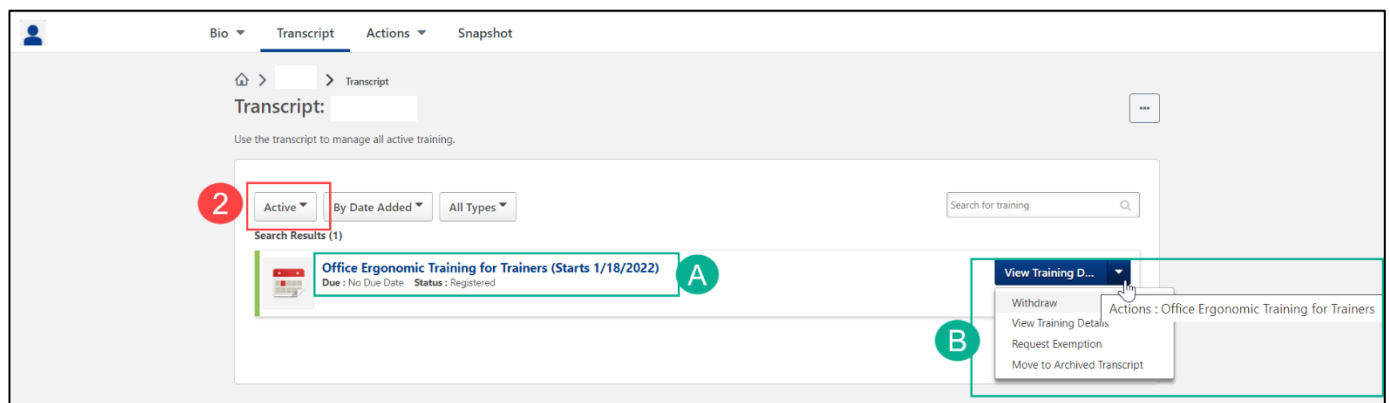
Welcome Page



The screenshot shows the 'Welcome Page' of the Pathways system. At the top, a greeting reads 'Welcome, , to Pathways! Learn. Grow. Change. Repeat.' Below this is a large banner image featuring three people (two women and one man) looking at a laptop. Overlaid on the banner is the text 'Ready to master some skills? Take your career to the next level!' and three blue buttons: 'VIEW COURSES', 'VIEW TRANSCRIPT' (which is highlighted with a red box and a red circle containing the number 1), and 'VIEW YOUR PROFILE'. Below the banner is a section titled 'Your Action Items' with a red flag icon. It contains one item: 'View: Office Ergonomic Training for Trainers (Starts 1/18/2022)' with a 'Due Date' of 'None'. At the bottom, there are three navigation buttons: 'Your Interest & Waitlist Tracking' (with a fire icon), 'My Training' (with a graduation cap icon), and 'Your Inbox' (with an envelope icon).

View Active Courses	
Step	Direction
2	<p>You can use the Actions drop-down menu to view <i>Active, Completed and Archived</i> courses on your transcript. Select Active from the Actions drop-down.</p> 
A	<p><i>The Course Title, Due Date and Status</i> appear. (Example: Office Ergonomic Training for Trainers (Starts 1/18/2022), Due: No Due Date, Status: Registered) for each Active course.</p>
B	<p>Click on View Training Details drop-down menu to view available actions for the course.</p>

Transcript: View Active Classes



The screenshot shows the 'Transcript' page with the following elements:

- 2**: A red circle highlighting the 'Active' dropdown menu in the filter section.
- A**: A green circle highlighting the course entry 'Office Ergonomic Training for Trainers (Starts 1/18/2022)' with details 'Due: No Due Date' and 'Status: Registered'.
- B**: A green circle highlighting the 'View Training D...' dropdown menu for the selected course, which shows options: 'Withdraw', 'View Training Details', 'Request Exemption', and 'Move to Archived Transcript'.

View Completed Courses	
Step	Direction
3	Using the Actions drop-down menu, select Completed to view courses completed.
C	<i>The Course Title, Completed Date and Status</i> appear. (Example: Disaster Service Worker Awareness Training), Completed 10/29/2021, Status: Completed) for Completed courses.
D	Click on View Certificate drop-down menu to view available actions for this course.

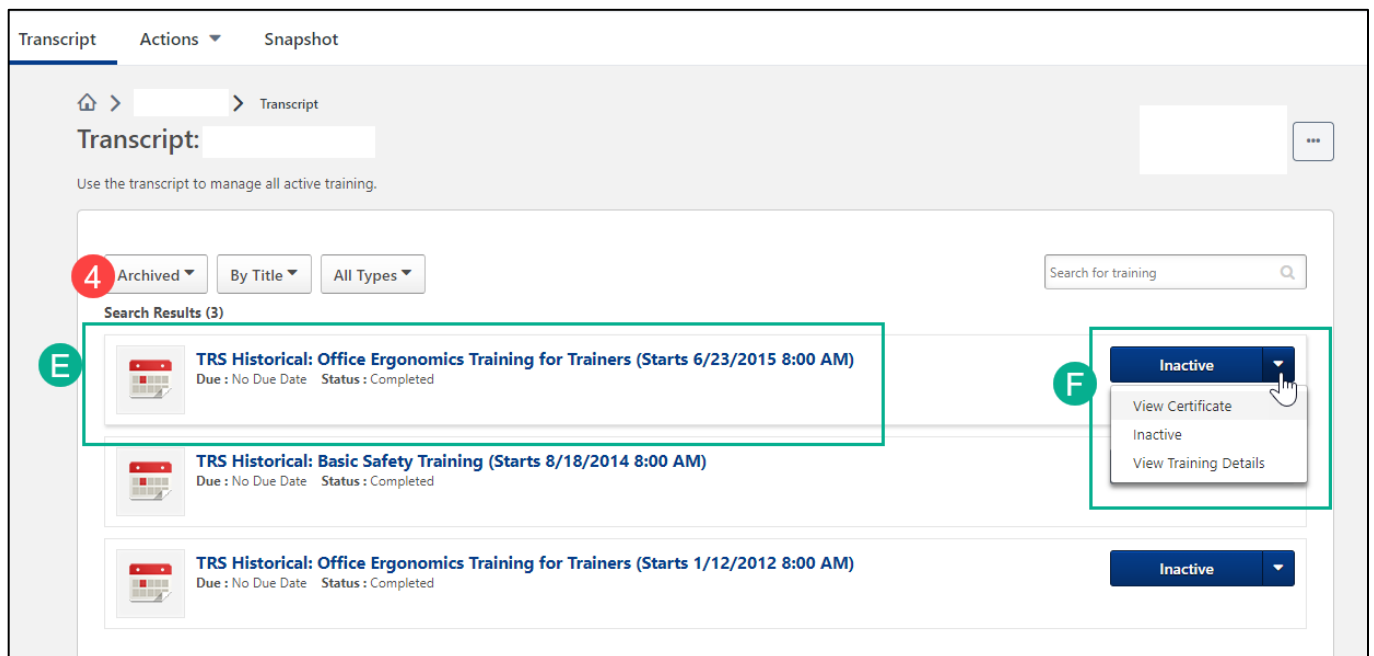
Transcript: View Completed Classes

The screenshot shows the 'Transcript' page in the DGS system. At the top, there is a breadcrumb trail: Home > [User] > Transcript. Below this, the page title 'Transcript:' is followed by a search bar. A note states: 'Use the transcript to manage all active training.' The main content area features a filter section with a red circle '3' next to the 'Completed' dropdown menu. Other filters include 'By Completion Date' and 'All Types'. A search bar on the right is labeled 'Search for training'. Below the filters, the 'Search Results' section displays a list of completed courses. A green circle 'C' highlights a course card for 'Disaster Service Worker Awareness Training', which shows 'Completed : 10/29/2021' and 'Status : Completed'. To the right of the course card, a green circle 'D' highlights the 'View Certificate' dropdown menu, which is open and shows options: 'View Certificate', 'Open Curriculum', 'View Training Details', and 'Move to Archived Transcript'.

View Archived Courses

Step	Direction
4	Using the Actions drop-down menu, select Archived to view courses archived. Note: Selecting archived courses from the Actions drop-down menu will show records transferred from DGS Training and Registration System (TRS) as TRS Historical. Any completed courses in Pathways will move to Archived after two years.
E	<i>The Course Title, Completed Date and Status</i> appear for Archived courses.
F	Click on drop-down menu to view available actions for this course.

Transcript: View Archived Classes



Transcript Actions Snapshot

Transcript: [Search Bar]

Use the transcript to manage all active training.

4 Archived By Title All Types Search for training

Search Results (3)

E TRS Historical: Office Ergonomics Training for Trainers (Starts 6/23/2015 8:00 AM)
Due : No Due Date Status : Completed

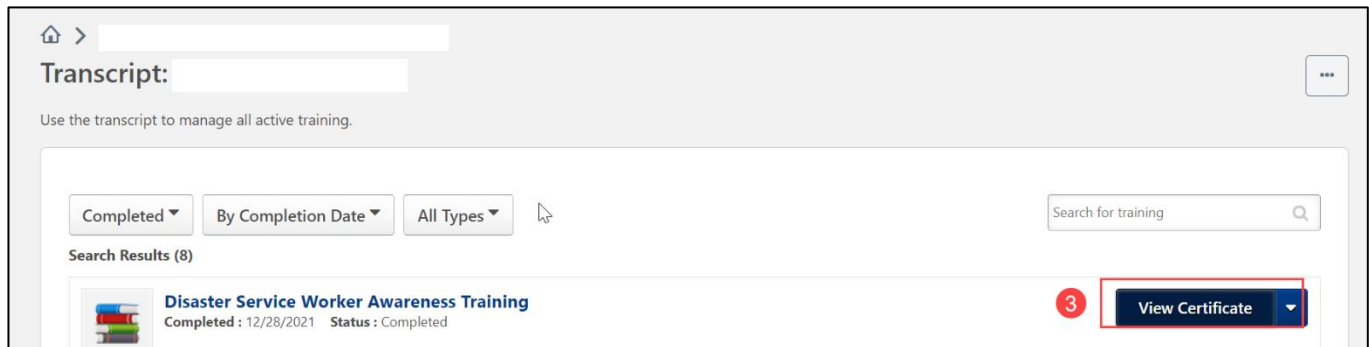
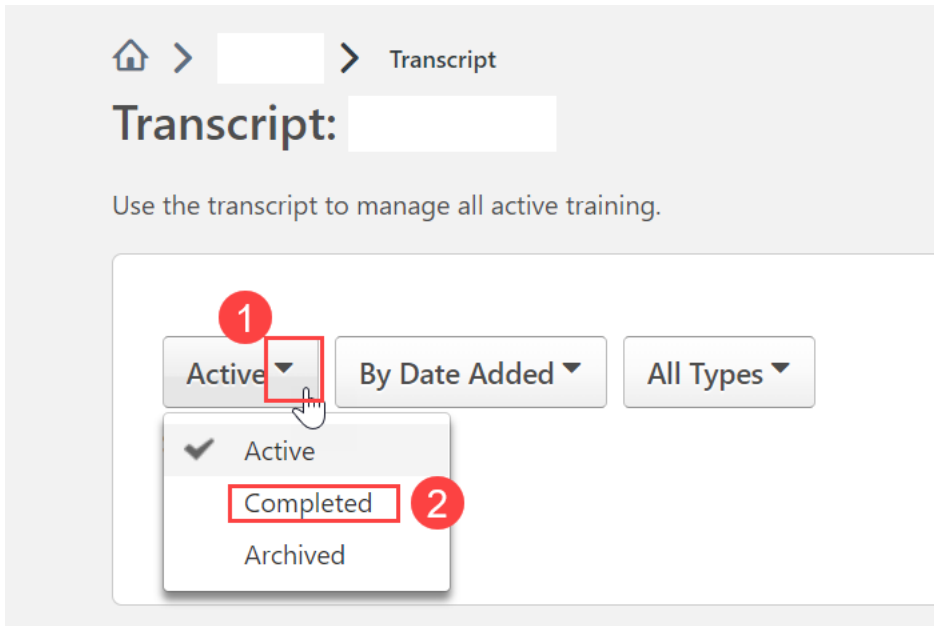
TRS Historical: Basic Safety Training (Starts 8/18/2014 8:00 AM)
Due : No Due Date Status : Completed

TRS Historical: Office Ergonomics Training for Trainers (Starts 1/12/2012 8:00 AM)
Due : No Due Date Status : Completed

F Inactive View Certificate Inactive View Training Details

View Your Training Certificates

Once training is completed, you can view your training certificate on your Transcript.



Step	Direction
1	Click on down arrow on Actions to show menu.
2	Click on Completed .
3	Click on View Certificate .

You will be able to view and print your training certificates from *View Transcripts*.

